

PUBLIC UTILITIES FUND

DESCRIPTION

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City's water and wastewater collection systems. The Department is comprised of the Divisions of Administration, Customer Service, Line Maintenance, Maintenance, Engineering and Water Production/Quality, which manage and operate the G. Robert House Water Treatment Plant, 137 sanitary sewer pump stations, 315 miles of sewer mains, and 422 miles of water mains. An increase in water and sewer collection rates has been approved in the FY 2011-2012 budget. The water rate will increase to **\$6.43 per 100 cubic feet** from the established FY 2010-2011 rate of \$5.84 per cubic foot. The sewer collection rate will increase to **\$4.91 per 100 cubic feet** from the established FY 2010-2011 rate of \$4.50 per 100 cubic feet.

FY 2011 ACCOMPLISHMENTS

- Complied with 100% of regulatory requirements under the Virginia Department of Environmental Quality (DEQ) Special Order By Consent.
- Completed various repairs/replacements of sewer gravity mains correcting contributing deficiencies causing sanitary sewer discharges per the Special Order By Consent.
- Maintained 100% compliance with State and Federal drinking water standards.



FY 2012 OBJECTIVES

- To maintain a 1.3 debt service ratio annually.
- To reduce sanitary sewer system overflows through a higher level of pump station maintenance by increasing the completion of percentage of daily assigned work orders and maintaining a sufficient level of daily pump station inspections.
- To attain 100% compliance with the State's 72 hour "Miss Utility" marking regulation.
- To ensure 100% compliance with all State Drinking Water Act requirements.

Performance Measures	FY 10 Actual	FY 11 Projected	FY 12 Target
Utility Fund Debt Service Ratio	1.35	1.30	1.30
Number of sanitary sewer overflows	90	75	60
Percent compliance with 72 hour Miss Utility marking	95%	95%	100%
Percent compliance with State and Federal Drinking Water Act requirements	100%	100%	100%

UTILITY FUND
Revenue

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Water Availability Charges	\$ 2,016,265	\$ 2,067,340	\$ 1,794,000	\$ 1,380,000	-23%	\$ 1,380,000	-23%
Bulk Water Sales	2,395,864	2,727,067	2,872,300	3,112,196	8%	3,112,196	8%
Water Service Charges	10,113,807	12,516,941	16,704,500	17,534,096	5%	17,534,096	5%
Water Connection Charges	213,511	71,080	40,000	40,000	0%	40,000	0%
Meter Service Charges	717,836	758,414	765,460	786,374	3%	786,374	3%
Hydrant Rental	122,113	121,853	140,000	140,000	0%	140,000	0%
Sewer Service Charges	6,262,952	8,162,822	10,698,300	11,239,757	5%	11,239,757	5%
Sewer Connection Charges	324,114	81,930	40,000	40,000	0%	40,000	0%
Special Fees	218,199	246,615	20,000	200,000	900%	200,000	900%
Sewer Availability Charges	2,109,143	2,135,475	1,950,000	1,500,000	-23%	1,500,000	-23%
Recovery of Bad Debt	5,387	6,488	0	0	-	0	-
Sale of Service - Engineering	307,608	148,934	350,000	100,000	-71%	100,000	-71%
Miscellaneous	30,406	21,622	40,000	30,000	-25%	30,000	-25%
Interest Earned	18,110	8,397	0	0	-	0	-
Capitalized Interest Reserve	598,563	138,495	1,870,991	763,670	-59%	763,670	-59%
2009 Build American Bonds Rebate	0	387,562	0	534,560	-	534,560	-
Capital Contributions from Development	3,785,842	1,504,233	0	0	-	0	-
Total Revenue	\$ 29,239,718	\$ 31,105,268	\$ 37,285,551	\$ 37,400,653	0%	\$ 37,400,653	0%

Expenditure Summary

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Administration	\$ 797,910	\$ 996,404	\$ 990,175	\$ 1,139,678	15%	\$ 1,098,677	11%
Customer Service	1,217,700	1,207,432	1,217,462	1,221,489	0%	1,210,375	-1%
Line Maintenance	2,226,123	2,357,950	2,587,710	2,535,691	-2%	2,587,028	0%
Maintenance	2,059,063	2,211,437	2,326,700	3,015,244	30%	3,015,985	30%
Water Production	6,871,485	6,834,721	7,532,421	7,658,909	2%	7,759,929	3%
Engineering	1,292,213	1,298,076	1,531,136	1,431,366	-7%	1,457,608	-5%
Non-Departmental	14,075,843	9,635,804	21,099,945	20,398,276	-3%	20,271,051	-4%
Total Expenditures	\$ 28,540,337	\$ 24,541,825	\$ 37,285,551	\$ 37,400,653	0%	\$ 37,400,653	0%

DEPARTMENT: PUBLIC UTILITIES - ADMINISTRATION
Budget Detail

Account Number: 4-501-089510-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012 Adopted	% Chng
	Actual		Actual		Budget		Requested				
1100 Salaries and Wages	\$ 382,513		\$ 447,374		\$ 480,601		\$ 522,637	9%	\$ 507,787	6%	
1200 Salaries and Wages - Overtime	512		11,089		2,254		2,000	-11%	2,000	-11%	
2100 FICA	27,788		32,908		36,938		40,135	9%	38,999	6%	
2210 VRS Retirement	54,393		63,527		77,233		83,988	9%	81,601	6%	
2400 Group Life	3,137		2,594		1,346		1,463	9%	1,422	6%	
2300 Group Hospitalization/Risk	51,225		51,010		60,252		69,112	15%	76,831	28%	
3100 Professional Services	134,894		240,596		190,000		240,760	27%	240,760	27%	
3300 Repairs and Maintenance	990		1,254		500		500	0%	500	0%	
3500 Printing and Binding	317		0		2,500		1,000	-60%	1,000	-60%	
3600 Advertising	417		0		250		250	0%	250	0%	
4100 Information Technology	17,787		18,169		24,816		61,871	149%	30,640	23%	
4200 Fleet	12,991		11,996		9,117		12,218	34%	12,218	34%	
5100 Utilities	11,577		10,850		11,845		11,845	0%	11,845	0%	
5210 Postal Services	80		103		2,000		500	-75%	500	-75%	
5230 Telecommunications	7,305		8,216		7,843		7,843	0%	9,035	15%	
5420 Lease/Rent of Building	78,765		80,410		62,500		64,375	3%	64,789	4%	
5500 Travel and Training	1,176		1,222		3,000		3,000	0%	3,000	0%	
5810 Dues and Association Memberships	5,949		5,906		5,000		5,000	0%	5,000	0%	
6001 Office Supplies	2,528		3,183		6,000		5,000	-17%	5,000	-17%	
6011 Uniforms & Wearing Apparel	0		0		0		1,500	-	1,500	-	
6012 Books and Subscriptions	206		45		2,500		1,000	-60%	1,000	-60%	
6017 Copier Costs	3,360		3,085		3,681		3,681	0%	3,000	-18%	
8200 Capital Outlay	0		2,867		0		0	-	0	-	
Total Operating Expenses	\$ 797,910		\$ 996,404		\$ 990,175		\$ 1,139,678	15%	\$ 1,098,677	11%	

3100 - Professional Services: consulting services.

Personnel Summary

Range	Class	2008-2009		2009-2010		2010-2011		2011-2012		2011-2012 Adopted	
		Actual		Actual		Budget		Requested			
44	Director of Public Utilities	1		1		1		1		1	
36	Assistant Director of Public Utilities	1		1		1		1		1	
31	Utility Operations Administrator	1		1		1		1		1	
23	Data Quality Control Technician	1		1		1		1		1	
20	FOG Administrator	0		1		1		1		1	
20	Safety Officer	0		1		0		0		0	
16	Water Distribution System Operator	0		1		1		2		2	
14	Executive Secretary	1		1		1		1		1	
13	Accounting Technician	1		1		1		1		1	
Number of Full-Time Positions		6		9		8		9		9	

DEPARTMENT: PUBLIC UTILITIES - CUSTOMER SERVICE
Budget Detail

Account Number: 4-501-089520-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012 Adopted	% Chng
	Actual		Actual		Budget		Requested				
1100 Salaries and Wages	\$ 491,942		\$ 499,857		\$ 500,298		\$ 500,298	0%	\$ 499,038		0%
1200 Salaries and Wages - Overtime	30,200		30,590		33,804		25,000	-26%	25,000		-26%
2100 FICA	37,601		38,150		40,859		40,185	-2%	40,089		-2%
2210 VRS Retirement	69,517		70,628		80,398		80,398	0%	80,195		0%
2400 Group Life	4,046		3,005		1,401		1,401	0%	1,397		0%
2300 Group Hospitalization/Risk	153,675		153,030		120,505		120,505	0%	171,615		42%
3100 Professional Services	137,754		138,376		160,000		150,000	-6%	150,000		-6%
3300 Repairs and Maintenance	18,669		16,956		15,000		15,000	0%	15,000		0%
3500 Printing and Binding	1,759		923		2,000		5,000	150%	5,000		150%
3700 Uniform Rental	6,048		4,903		6,750		0	-100%	0		-100%
4100 Information Technology	83,605		82,921		51,349		85,241	66%	30,770		-40%
4200 Fleet	87,395		75,185		94,560		78,128	-17%	78,128		-17%
5210 Postal Service	1,908		402		1,000		1,000	0%	1,000		0%
5230 Telecommunications	13,031		8,522		8,858		13,502	52%	7,992		-10%
5420 Lease of Buildings	765		1,530		1,600		0	-100%	0		-100%
5500 Travel and Training	319		0		1,000		1,000	0%	1,000		0%
5810 Dues and Association Memberships	165		165		500		500	0%	500		0%
6001 Office Supplies	2,638		2,905		2,500		2,500	0%	2,500		0%
6012 Books and Subscriptions	131		0		400		400	0%	400		0%
6014 Other Operating Supplies	12,449		11,688		15,000		15,000	0%	15,000		0%
6011 Uniform & Wearing Apparel	0		0		0		6,750	-	6,750		-
6017 Copier Costs	3,360		3,085		3,681		3,681	0%	3,000		-18%
8100 Capital Outlay - Replacements	60,721		62,870		76,000		76,000	0%	76,000		0%
8200 Capital Outlay	0		1,742		0		0	-	0		-
Total Operating Expenses	\$ 1,217,700		\$ 1,207,432		\$ 1,217,462		\$ 1,221,489	0%	\$ 1,210,375		-1%

3100 - Professional Service: Contracted meter reading service.

3300 - Repairs & Maintenance: Meter reading equipment.

6014 - Other Operating Supplies: Hand tools and protective equipment for meter service staff.

8100 - Capital Outlay Replacements: Water meter replacements.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted
20	Customer Service Manager	1	1	1	1	1
17	Meter Services Supervisor	1	1	1	1	1
13	Accounting Technician	2	2	2	2	2
10	Customer Service Representative	6	6	6	6	6
9	Water Meter Service Worker	8	8	8	8	8
Number of Full-Time Positions		18	18	18	18	18

DEPARTMENT: PUBLIC UTILITIES - LINE MAINTENANCE
Budget Detail

Account Number: 4-501-089530-		2008-2009 Actual		2009-2010 Actual		2010-2011 Budget		2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
1100 Salaries and Wages	\$	735,690	\$	765,551	\$	813,717	\$	813,717	0%	813,805	0%
1200 Salaries and Wages - Overtime		154,025		109,906		164,279		164,279	0%	164,279	0%
2100 FICA		65,055		63,476		74,817		74,817	0%	74,823	0%
2210 VRS Retirement		105,610		106,635		130,764		130,764	0%	130,778	0%
2400 Group Life		6,384		4,190		2,278		2,278	0%	2,279	0%
2300 Group Hospitalization/ Risk		226,587		222,808		187,485		187,485	0%	277,290	48%
3100 Professional Services		14,849		23,633		40,000		46,800	17%	46,800	17%
3300 Repairs and Maintenance		139,770		238,361		200,000		200,000	0%	200,000	0%
3700 Uniform Rental		16,756		13,945		21,250		0	-100%	0	-100%
4100 Information Technology		16,526		16,099		43,781		99,517	127%	74,485	70%
4200 Fleet		306,105		333,694		357,952		356,284	0%	341,992	-4%
5100 Utilities		8,311		7,409		12,000		12,000	0%	12,000	0%
5230 Telecommunications		9,628		6,100		6,637		8,500	28%	9,114	37%
5410 Lease/Rent of Equipment		14,679		11,469		10,000		10,000	0%	10,000	0%
5420 Lease/Rent of Building		24,000		24,000		24,000		24,000	0%	24,000	0%
5500 Travel and Training		2,288		3,729		4,000		4,000	0%	4,000	0%
5852 HRSD Interceptors Interest Payment		147,201		144,638		150,000		125,000	-17%	125,000	-17%
6001 Office Supplies		2,960		670		1,500		1,500	0%	1,500	0%
6011 Uniforms & Wearing Apparel		0		0		0		21,500	-	21,500	-
6014 Other Operating Supplies		202,383		233,522		225,000		225,000	0%	225,000	0%
6017 Copier Costs		1,223		1,175		955		955	0%	1,088	14%
6024 Paving & Construction Supplies		26,094		46,077		27,295		27,295	0%	27,295	0%
8200 Capital Outlay		0		(19,135)		90,000		0	-100%	0	-100%
Total Operating Expenses	\$	2,226,123	\$	2,357,950	\$	2,587,710	\$	2,535,691	-2%	\$ 2,587,028	0%

3100 - Professional Services: Miss Utility costs, immunizations, sewer cleaning.

3300 - Repairs & Maintenance: Equipment maintenance, paving, manhole repairs.

5410 - Lease of Equipment: Rental of outside repair equipment.

5420 - Lease of Buildings: Headquarters - Dill Rd.

6014 - Other Operating Supplies: Line equipment supplies, protective equipment.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted
23	Line Maintenance Manager	1	1	1	1	1
18	Assistant Line Maintenance Manager	1	1	1	1	1
15	Labor Supervisor	4	3	3	3	3
12	Line Maintenance Technician	2	3	3	3	3
11	Skilled Laborer	10	11	11	11	11
9	Utility System Worker	8	8	8	8	8
Number of Full-Time Positions		26	27	27	27	27

DEPARTMENT: PUBLIC UTILITIES - MAINTENANCE
Budget Detail

Account Number: 4-501-089540-		2008-2009 Actual		2009-2010 Actual		2010-2011 Budget		2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
1100 Salaries and Wages	\$	619,586	\$	638,938	\$	679,635	\$	759,052	12%	\$	754,437
1200 Salaries and Wages - Overtime		94,998		95,336		87,616		102,616	17%		102,616
2100 FICA		52,142		53,570		58,695		65,918	12%		65,565
2210 VRS Retirement		87,830		88,358		109,217		121,980	12%		121,238
2400 Group Life		6,430		3,852		1,903		2,125	12%		2,112
2300 Group Hospitalization / Risk		198,154		177,189		145,439		167,264	15%		204,841
3100 Professional Services		861		0		12,000		23,300	94%		23,300
3300 Repairs and Maintenance		219,856		306,715		175,000		275,000	57%		275,000
3700 Uniform Rental		11,514		10,907		15,000		0	-100%		0
4100 Information Technology		9,309		10,686		56,617		72,622	28%		53,431
4200 Fleet		223,693		216,456		246,052		239,062	-3%		228,562
5100 Utilities		260,316		226,545		200,000		250,000	25%		250,000
5230 Telecommunications		11,254		15,942		16,239		23,000	42%		21,445
5410 Lease/Rent of Equipment		50,258		161,532		166,532		626,000	276%		626,000
5420 Lease/Rent of Building		36,000		36,000		37,800		37,800	0%		37,800
5500 Travel and Training		4,868		174		4,000		4,000	0%		4,000
5810 Dues and Association Memberships		4,205		4,375		12,000		6,800	-43%		6,800
6001 Office Supplies		2,071		1,294		2,000		2,000	0%		2,000
6011 Uniforms & Wearing Apparel		0		0		0		15,750	-		15,750
6014 Other Operating Supplies		159,214		161,789		200,000		220,000	10%		220,000
6017 Copier Costs		1,223		1,175		955		955	0%		1,088
8100 Capital Outlay - Replacement		0		0		0		0	-		0
8200 Capital Outlay		5,280		604		100,000		0	-100%		0
Total Operating Expenses	\$	2,059,063	\$	2,211,437	\$	2,326,700	\$	3,015,244	30%	\$	3,015,985
											30%

3100 - Professional Services: Immunizations, Air Vac evaluations.

3300 - Repair & Maintenance: Pump station repairs and vacuum services.

5410 - Lease of Equipment: Lease of portable pumps and generators.

5420 - Lease of Buildings: Maintenance facility - Benton Rd.

6014 - Other Operating Supplies: Sewer alarm system controls, protective gear.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted
	23 Maintenance Manager	1	1	1	1	1
	18 Assistant Maintenance Manager	1	1	1	1	1
16 / 18	Electronics Technician I - II	2	2	2	2	2
	15 Labor Supervisor	2	2	2	2	2
	12 Pump Station Mechanic	8	8	8	9	9
	11 Skilled Laborer	0	0	0	1	1
	9 Utility System Worker	6	6	6	7	7
Number of Full-Time Positions		20	20	20	23	23

DEPARTMENT: PUBLIC UTILITIES - WATER PRODUCTION
Budget Detail

Account Number: 4-501-089550-	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
1100 Salaries and Wages	\$ 1,126,120	\$ 1,135,592	\$ 1,183,440	\$ 1,141,404	-4%	\$ 1,150,711	-3%
1200 Salaries and Wages - Overtime	142,906	135,489	219,991	150,000	-32%	150,000	-32%
1300 Salaries and Wages - Part-time	20,378	18,151	24,045	24,045	0%	24,045	0%
2100 FICA	94,336	93,983	109,202	100,632	-8%	101,344	-7%
2210 VRS Retirement	160,777	164,191	190,179	183,424	-4%	184,919	-3%
2400 Group Life	9,044	6,523	3,314	9,017	172%	3,222	-3%
2300 Group Hospitalization / Risk	356,985	389,298	248,891	240,291	-3%	382,249	54%
3100 Professional Services	136,019	120,833	177,320	160,000	-10%	160,000	-10%
3300 Repairs and Maintenance	118,940	93,218	60,000	86,500	44%	86,500	44%
3500 Printing and Binding	727	4,940	8,750	8,750	0%	8,750	0%
3600 Advertising	1,526	12	2,000	2,000	0%	2,000	0%
3700 Uniform Rental	15,238	13,556	20,250	0	-100%	0	-100%
4100 Information Technology	29,024	32,378	93,585	148,942	59%	105,082	12%
4200 Fleet	69,652	70,311	72,630	60,079	-17%	57,794	-20%
5100 Utilities	872,651	622,329	800,000	800,000	0%	800,000	0%
5210 Postal Service	10,025	6,428	7,725	7,725	0%	7,725	0%
5230 Telecommunications	22,174	18,781	18,999	18,999	0%	18,687	-2%
5311 Well Mitigation Claims	0	280	3,000	3,000	0%	3,000	0%
5410 Lease/Rent of Equipment	0	576	5,300	5,300	0%	5,300	0%
5420 Lease/Rent of Building	0	1,160	0	0	-	0	-
5500 Travel and Training	14,948	582	6,000	6,000	0%	6,000	0%
5810 Dues and Association Memberships	74,259	73,452	83,400	75,400	-10%	75,400	-10%
5853 Bulk Water Purchase	3,168,757	3,415,399	3,630,000	3,844,000	6%	3,844,000	6%
6001 Office Supplies	4,858	2,930	4,000	4,000	0%	4,000	0%
6011 Uniforms & Wearing Apparel	0	0	0	19,500	-	19,500	-
6014 Other Operating Supplies	404,076	381,775	554,500	554,000	0%	554,000	0%
6017 Copier Costs	5,701	5,916	5,901	5,901	0%	5,701	-3%
8100 Capital Outlay - Replacements	12,364	6,844	0	0	-	0	-
8200 Capital Outlay - Additions	0	19,794	0	0	-	0	-
Total Operating Expenses	\$ 6,871,485	\$ 6,834,721	\$ 7,532,421	\$ 7,658,909	2%	\$ 7,759,929	3%

3100 - Professional Services: Lab testing services, toxicity and alkaline tests.

3300 - Repairs & Maintenance: Lab equipment maintenance and services contracts; grass cutting, etc.

5853 - Bulk Water Purchase: Portsmouth water purchase.

6014 - Other Operating Supplies: Lab chemicals and supplies.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted
31	Water Production Manager	1	1	1	1	1
29	Quality Control Supervisor	1	1	1	1	1
24	Operations Supervisor	1	1	1	1	1
19	Water Maintenance Supervisor	1	1	1	1	1
19	Senior Operator	6	6	6	6	6
17	Quality Control Technician	4	4	4	4	4
14 / 17	Water Treatment Plant Operator I - II	5	5	5	5	5
16	Water Distribution Operator	2	2	2	1	1
16	Water Maintenance Mechanic	3	3	3	3	3
9	Utility System Worker	4	4	4	4	4
8	Office Assistant I	1	1	1	1	1
Number of Full-Time Positions		29	29	29	28	28

DEPARTMENT: PUBLIC UTILITIES - ENGINEERING
Budget Detail

Account Number: 4-501-089560-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012		% Chng
	Actual		Actual		Budget		Requested			Adopted		
1100 Salaries and Wages	\$ 770,051		\$ 806,695		\$ 885,274		\$ 808,546	-9%	\$ 813,569		-8%	
1200 Salaries and Wages - Overtime	3,813		17,185		29,876		15,000	-50%	15,000		-50%	
2100 FICA	57,434		61,076		70,009		63,001	-10%	63,386		-9%	
2210 VRS Retirement	109,848		119,991		142,264		129,933	-9%	130,741		-8%	
2400 Group Life	6,137		5,115		2,479		2,264	-9%	2,278		-8%	
2300 Group Hospitalization / Risk	145,137		144,529		113,810		100,420	-12%	165,987		46%	
3100 Professional Services	47,051		7,572		40,000		40,000	0%	40,000		0%	
3300 Repairs and Maintenance	8,009		2,363		5,000		6,000	20%	6,000		20%	
3500 Printing and Binding	159		140		500		500	0%	500		0%	
3600 Advertising	325		0		0		0	-	0		-	
3700 Uniform Rental	4,002		2,677		4,500		0	-100%	0		-100%	
4100 Information Technology	24,326		23,626		43,251		135,440	213%	89,425		107%	
4200 Fleet	35,515		32,977		30,133		34,550	15%	34,550		15%	
5100 Utilities	6,380		6,486		10,000		10,000	0%	10,000		0%	
5210 Postal Service	142		81		500		600	20%	600		20%	
5230 Telecommunications	15,294		13,185		12,149		14,400	19%	14,585		20%	
5410 Lease/Rent of Equipment	5,440		993		0		0	-	0		-	
5420 Lease/Rent of Building	39,383		39,334		41,000		42,250	3%	42,526		4%	
5500 Travel and Training	1,714		4,250		5,000		7,500	50%	7,500		50%	
5714 Purchased Services - Stormwater	0		0		78,930		0	-100%	0		-100%	
5810 Dues and Association Memberships	787		589		1,500		1,500	0%	1,500		0%	
6001 Office Supplies	4,664		3,691		5,200		5,200	0%	5,200		0%	
6011 Uniforms & Wearing Apparel	0		0		0		4,500	-	4,500		-	
6012 Books and Subscriptions	70		0		500		500	0%	500		0%	
6014 Other Operating Supplies	217		675		5,000		5,000	0%	5,000		0%	
6017 Copier Costs	4,262		4,369		4,262		4,262	0%	4,262		0%	
8200 Capital Outlay	2,056		477		0		0	-	0		-	
Total Operating Expenses	\$ 1,292,213		\$ 1,298,076		\$ 1,531,136		\$ 1,431,366	-7%	\$ 1,457,608		-5%	

Personnel Summary

Range	Class	2008-2009		2009-2010		2010-2011		2011-2012		2011-2012	
		Actual		Actual		Budget		Requested		Adopted	
34 Utility Engineering Manager		1		1		1		1		1	
25 /29 /30 Civil Engineer I, II, III		5		5		5		5		5	
23 Construction Manager		1		1		1		1		1	
18 / 20 Constr. Insp. & Sr Construction Inspector		6		6		6		5		5	
18 / 19 Engineering Tech. & Sr Engineering Techni		3		3		3		2		2	
13 Engineering Aide		1		1		1		1		1	
Number of Full-Time Positions		17		17		17		15		15	

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL
Budget Detail

Account Number: 4-501-091200-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012		% Chng
	Actual		Actual		Budget		Requested			Adopted		
091000-1700 Leave Compensation	\$ 49,861		\$ (13,845)		\$ 40,000		\$ 40,000	0%	\$ 40,000		40,000	0%
091000-2000 Pro Rata Reimbursements	0		0		70,000		70,000	0%	70,000		70,000	0%
091000-5424 Contribution to Reserve	0		0		3,784,236		4,017,204	6%	4,017,204		4,017,204	6%
091200-2001 Western Tidewater Water Authority	75,000		75,000		75,000		75,000	0%	75,000		75,000	0%
4500 Risk Management Expense	218,110		219,867		225,296		225,296	0%	296,740		296,740	32%
2600 Unemployment Expense	(62)		(2,232)		0		0	-	0		0	-
5890 Bad Debt Expense	181,984		408,799		0		0	-	0		0	-
8211 Depreciation	6,191,070		7,845,602		0		0	-	0		0	-
095200-9120 Bond Interest	5,746,469		0		10,646,001		10,107,233	-5%	10,093,642		10,093,642	-5%
095200-9110 Bond Principal	0		0		4,510,206		4,691,504	4%	4,691,504		4,691,504	4%
093000-0100 Transfer to GF-Indirect Cost	876,536		920,363		876,092		647,025	-26%	686,346		686,346	-22%
9903 Contingency	0		0		748,114		400,014	-47%	175,615		175,615	-77%
9906 Environmental Incentive Reimbursement	736,875		182,250		125,000		125,000	0%	125,000		125,000	0%
Transfer to Capital Projects	0		0		0		0	-	0		0	-
Total Operating Expenses	\$ 14,075,843		\$ 9,635,804		\$ 21,099,945		\$ 20,398,276	-3%	\$ 20,271,051		20,271,051	-4%

GOLF FUND

DESCRIPTION

The Golf Fund supports the City's Sleepy Hole Golf Course activities. In accordance with City Council authorization in June 2009, the City leased the operation of the Sleepy Hole Golf Course to James R. Rountree LLC. The Golf Fund was eliminated in the FY 2009-2010 budget.

GOLF COURSE FUND
Revenue

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Golf Fees	\$ 888,343	\$ 0	\$ 0	\$ 0	-	\$ 0	-
Snack Bar	139,551	0	0	0	-	0	-
Pro Shop	67,421	0	0	0	-	0	-
Suffolk Golf Course Lease	0	0	0	0	-	0	-
Miscellaneous Revenue	428	0	0	0	-	0	-
Transfer from General Fund	324,485	0	0	0	-	0	-
Total Revenue	\$ 1,420,228	\$ 0	\$ 0	\$ 0	-	\$ 0	-

Expenditure Summary

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Services	\$ 1,689,229	\$ 0	\$ 0	\$ 0	-	\$ 0	-
Total Expenditures	\$ 1,689,229	\$ 0	\$ 0	\$ 0	-	\$ 0	-

NOTE: The debt of this former enterprise fund was collapsed into the General Obligation Debt Service Fund effective 7-1-09 with management of the Golf Fund outsourced effective this same date.

GOLF COURSE FUND
Budget Detail

Account Number: 4-513-071350-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012	
	Actual		Actual		Budget		Requested			Adopted	
3100 Professional Services	\$ 1,316,411		\$ 0		\$ 0		\$ 0	-	\$ 0		0 -
4200 Fleet		2,405		0		0		0	-		0 -
4500 Risk Management		3,341		0		0		0	-		0 -
5420 Lease/Rent of Building		21,300		0		0		0	-		0 -
6014 Other Operating Supplies		4,498		0		0		0	-		0 -
8211 Depreciation		156,275		0		0		0	-		0 -
9120 Bond Interest		184,999		0		0		0	-		0 -
Total Operating Expenses	\$ 1,689,229		\$ -		\$ 0		\$ 0	-	\$ 0		0 -

REFUSE FUND

DESCRIPTION

In FY 2011-2012, the City will establish a Refuse Fund to account for and manage the City's refuse collection service including weekly refuse pickup and recycling. This fund will be self-sustaining through the revenue generated by an \$18.50 per month fee for refuse collection as well as the sale of trash cans.

REFUSE FUND

Revenue

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Refuse Services Fee	\$ 0	\$ 0	\$ 0	\$ 6,118,020	-	\$ 6,890,880	-
Automated Refuse Container Sales	0	0	0	50,000		50,000	-
Penalties and Interest	0	0	0	0	-	0	-
Total Revenue	\$ 0	\$ 0	\$ 0	\$ 6,168,020	-	\$ 6,940,880	-

Expenditure Summary

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Refuse Services	\$ 0	\$ 0	\$ 0	\$ 6,468,020	-	\$ 6,940,880	-
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 6,468,020	-	\$ 6,940,880	-

REFUSE FUND							
Budget Detail							
Account Number: 4-217-051310-	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
1100 Salaries and Wages	0	0	0	1,159,831	-	1,222,502	-
1200 Salaries and Wages - Overtime			60,000	-	19,692	-	
2100 FICA			93,317	-	95,028	-	
2210 VRS Retirement			186,385	-	196,456	-	
2400 Group Life			3,248	-	3,423	-	
3000 Purchased Services-recycling			2,055,000	-	2,055,000	-	
3100 Professional Services			10,000	-	10,000	-	
3110 Medical Services			3,500	-	3,500	-	
3130 Landfill Closure Monitoring			250,000	-	250,000	-	
3300 Repair and Maintenance			20,000	-	20,000	-	
3500 Printing and Binding			1,000	-	1,000	-	
4100 Information Technology			40,515	-	49,248	-	
4200 Fleet			1,523,580	-	1,533,580	-	
4500 Risk Management			0	-	493,381	-	
5210 Postal Services			0	-	0	-	
5230 Telecommunications (refuse hotline)			5,040	-	3,784	-	
5500 Travel and Training			500	-	500	-	
5810 Dues and Association Memberships			6,000	-	6,000	-	
6001 Office Supplies			10,000	-	10,000	-	
6011 Uniforms & Wearing Apparel			17,500	-	17,500	-	
6014 Other Operating Supplies			190,000	-	190,000	-	
8200 Capital Outlay			0	-	0	-	
8211 Depreciation			0	-	0	-	
9200 Indirect Costs			332,604	-	332,604	-	
9902 Fuel Contingency			500,000	-	427,682	-	
Total Operating Expenses	\$ 0	\$ 0	\$ 0	\$ 6,468,020	-	\$ 6,940,880	-
3000 - Purchased Services - recycling: Convenience center recycling; Hazardous waste program; TFC recycling of \$5 per month X 32,000 homes.							
3100 - Professional Services: Work order software package; hepatitis immunizations;							
3300 - Repair & Maintenance: Front end dumpster loader repair costs for services to SRHA, School Brd, and other facilities; sanitization and repairs of containers							
5810 - Dues & Memberships: Added HRPDC dues of \$5,614 for HR Clean Community & Debris management.							
6014 - Other Operating Supplies: Request for health related food supplies in extreme inclement weather (\$17,500); chemicals, materials, safety clothing, etc. (\$135,000).							
Personnel Summary							
Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted	
27	General Services Supt.	0	0	0	1	1	
17	Sanitation Field Supervisor	1	1	1	1	1	
13	Sanitation Inspector	3	3	3	3	3	
11	Sanitation Equipment Operator	29	29	28	28	28	
9	Sanitation Dispatcher	2	2	2	2	2	
8	Sanitation Worker	10	9	8	8	8	
Number of Full-Time Positions		45	44	42	43	43	

STORMWATER MANAGEMENT FUND

DESCRIPTION

The Stormwater Management Fund provides citywide construction inspection services to ensure compliance with Federal, State, and local erosion and sedimentation control laws. The Fund is comprised of the divisions of Stormwater and Mosquito Control which are responsible for site plan and construction plan review of stormwater related facilities and the operation of the City's Mosquito Control Program. The proposed stormwater utility rate for FY 2011-2012 is **\$5.24 per month** which represents no change from the rate established for FY 2010-2011.

FY 2011 ACCOMPLISHMENTS

- Successfully completed the acquisitions for the Nansemond Parkway Phase I project.
- Completed various projects including the American Reinvestment and Recovery Act (ARRA) Overlay, Phase I and II Burbage Drive Extension, Mullican Drive Upgrade, Prentis Street Extension, and Phase I Route 460 Sidewalk.
- Assisted the Department of Parks and Recreation by completing the design of the Bennetts Creek and Lake Meade skate parks.



FY 2012 OBJECTIVES

- To continue to perform efficient plan review that meets or exceeds plan review deadlines.
- To implement prudent financial practices in the management of the Stormwater Utility, ensuring accurate billing, and reducing the number of abatements granted annually.
- To evaluate existing programs and implement new programs to ensure the City meets and exceeds State erosion and sedimentation control and stormwater regulations.

Performance Measures	FY 10 Actual	FY 11 Projected	FY 12 Target
Number of single family plans reviewed	254	150	150
Number of engineering plans reviewed	45	45	50
Number of site plans reviewed	91	90	90
Average time to perform plan reviews (in days)	10.2	12.6	12.0
Percent of plan reviews that met deadlines	98%	95%	96%
Reduction in the number of abatements granted	40	42	30
Compliance with State Erosion and Sedimentation control guidelines	Yes	Yes	Yes

STORMWATER UTILITY FUND

Revenue

		2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Stormwater Utility Fee	A	\$ 3,119,547	\$ 3,097,503	\$ 3,097,171	\$ 3,097,171	0% -	\$ 3,097,171	0%
Penalties and Interest		23,510	24,347	0	0	-	0	-
Interest Earnings		15,617	12,792	0	0	-	0	-
Sale of Services - Capital Projects	B	293,907	278,174	150,000	200,000	33%	200,000	33%
Sale of Services - General Fund (PW Admin.)	C	104,602	191,698	318,000	318,000	0%	318,000	0%
Sale of Services - Public Utilities		0	0	78,930	78,930	0%	0	-100%
Sale of Services - Road Maintenance		1,482	6,384	0	0	-	0	-
Permit and Inspection Fees	D	521,255	267,714	200,000	150,000	-25%	150,000	-25%
Miscellaneous Revenue		0	3,756	0	0	-	0	-
Transfer from Fund Balance		0	0	0	0	-	1,523,500	-
Total Revenue		\$ 4,079,920	\$ 3,882,369	\$ 3,844,101	\$ 3,844,101	0%	\$ 5,288,671	38%
Expenditure Summary								
		2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
Engineering		\$ 2,841,492	\$ 3,876,828	\$ 3,182,414	\$ 3,194,719	0%	\$ 4,593,684	44%
Mosquito Control		438,928	498,375	661,687	649,382	-2%	694,986	5%
Total Expenditures		\$ 3,280,420	\$ 4,375,203	\$ 3,844,101	\$ 3,844,101	0%	\$ 5,288,671	38%

A - Represents estimated 50,000 ERU's @ \$5.24 p/month fee (based on 4% uncollectable rate).

B - Service revenue for management of Capital Projects by Engineering

C - Revenue for general engineering services provided to Public Works .

D - Developer fees based on % of hard surface cover of development.

DIVISION: STORMWATER UTILITY - ENGINEERING (Department of Public Works)
Budget Detail

Account Number: 4-514-041310	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012 Adopted	% Chng
	Actual		Actual		Budget		Requested				
1100 Salaries and Wages	\$ 1,220,410		\$ 1,237,721		\$ 1,296,837		\$ 1,296,837	0%	\$ 1,300,755	0%	
1200 Salaries and Wages - Overtime	861		27,233		21,061		22,000	4%	21,061	0%	
2100 FICA	89,358		92,043		100,819		100,891	0%	101,119	0%	
2210 VRS Retirement	169,337		164,912		208,402		208,402	0%	209,031	0%	
2400 Group Life	9,781		6,894		3,631		3,631	0%	3,642	0%	
3100 Professional Services	5,592		6,159		50,000		50,000	0%	50,000	0%	
3300 Repairs and Maintenance	0		1,445		0		0	-	0	-	
3500 Printing and Binding	1,478		393		3,000		3,000	0%	3,000	0%	
3800 HRPDC Stormwater Management Fees	38,812		41,812		58,813		58,813	0%	58,813	0%	
4100 Information Technology	106,100		98,886		140,516		146,902	5%	155,524	11%	
4200 Fleet	87,321		90,395		98,237		91,514	-7%	104,847	7%	
4500 Risk Management	290,275		289,092		227,659		227,659	0%	334,844	47%	
5210 Postal Services	805		529		1,036		1,036	0%	1,036	0%	
5230 Telecommunications	22,105		15,736		16,468		23,469	43%	16,190	-2%	
5420 Lease/Rent of Building	129,492		111,496		60,402		60,402	0%	60,402	0%	
5500 Travel and Training	8,099		12,483		10,600		15,000	42%	12,000	13%	
5714 Purchased Services - Road Maint. Fund	275,411		271,836		275,000		275,000	0%	275,000	0%	
5810 Dues and Association Memberships	2,730		740		2,279		4,000	76%	4,000	76%	
6001 Office Supplies	13,559		7,411		11,393		11,393	0%	11,393	0%	
6012 Books and Subscriptions	2,785		40		1,036		1,036	0%	1,036	0%	
6014 Other Operating Supplies	3,923		9,297		5,179		5,179	0%	5,179	0%	
6017 Copier Costs	7,109		7,918		6,616		6,616	0%	6,616	0%	
8200 Capital Outlay - Additions	0		8,398		13,000		13,000	0%	0	-100%	
9200 Indirect Costs	356,150		373,958		102,894		246,171	139%	242,603	136%	
9907 Reserve for Stormwater Capital	0		0		283,480		322,768	14%	0	-100%	
9902 Non-departmental Contingency	0		0		184,056		0	-100%	4,093	-98%	
Transfer to Fleet (cash funded equipment purchases)	0		0		0		0	-	88,000	-	
093000-0310 Transfer to Capital Project	0		1,000,000		0		0	-	1,523,500	-	
Total Operating Expenditures	\$ 2,841,492		\$ 3,876,828		\$ 3,182,414		\$ 3,194,719	0%	\$ 4,593,684	44%	

5714 - Purchased Services - Road Maintenance Fund: Residential BMP maintenance and enhanced street sweeping.

5810 - Dues & Memberships: HRPDC dues for Regional Stormwater Phase II.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	% Chng	2011-2012 Adopted	% Chng
36	Public Works Engineering Manager	1	1	1	1		1	
30/29/25	Civil Engineers I, II, III	7	7	7	7		7	
23	Stormwater Utility Manager	1	1	1	1		1	
23	Construction Manager	2	2	1	1		1	
23	Right of Way Agent	1	1	1	1		1	
23	Environmental Specialist	0	0	1	1		1	
20	Assistant Right of Way Agent	0	0	1	1		1	
20	Senior Construction Inspector	1	1	1	1		1	
18	Construction Inspector	8	8	8	8		8	
18	Engineering Technician	2	2	2	2		2	
13	Engineering Aide	2	2	2	2		2	
13	Accounting Technician	1	1	1	1		1	
10	Customer Service Rep	1	1	1	1		1	
Number of Full-Time Positions		27	27	28	28		28	

DIVISION: STORMWATER UTILITY - MOSQUITO CONTROL (Department of Public Works)

Budget Detail

Account Number: 4-514-051310-	2008-2009		2009-2010		2010-2011		2011-2012		% Chng	2011-2012		% Chng
	Actual		Actual		Budget		Requested			Adopted		
1100 Salaries and Wages	\$ 166,082		\$ 163,860		\$ 214,696		\$ 211,266	-2%	\$	214,696		0%
1200 Salaries and Wages - Overtime	2,947		5,749		0		1,000	-		1,000		-
1300 Salaries and Wages - Part-time	0		0		0		15,000	-		15,000		-
1400 Salaries and Wages - Part-time Overtime	3,189		3,974		42,000		1,000	-98%		42,000		0%
2100 FICA	12,933		13,013		19,637		17,462	-11%		20,861		6%
2210 VRS Retirement	23,637		23,313		34,502		33,950	-2%		34,502		0%
2400 Group Life	1,365		1,005		601		592	-2%		601		0%
3300 Repair and Maintenance	2,574		2,285		5,000		5,000	0%		5,000		0%
3500 Printing and Binding	0		0		2,300		1,000	-57%		1,000		-57%
4100 Information Technology	0		0		0		0	-		0		-
4200 Fleet	36,255		27,185		37,023		31,762	-14%		31,762		-14%
4500 Risk Management	0		0		0		0	-		0		-
5100 Utilities	1,683		1,276		2,000		1,000	-50%		1,000		-50%
5210 Postage	110		96		500		250	-50%		250		-50%
5230 Telecommunications	3,003		1,725		840		3,500	317%		720		-14%
5420 Lease/Rent of Building	10,344		10,344		10,344		0	-100%		0		-100%
5500 Travel & Training	4,637		3,035		4,000		4,000	0%		4,000		0%
5714 Purchased Services - Road Maint. Fund (Dir)	60,090		60,404		60,000		60,000	0%		60,000		0%
5810 Dues and Memberships	730		237		800		700	-13%		700		-13%
6001 Office Supplies	903		857		1,000		2,500	150%		2,500		150%
6011 Uniforms & Wearing Apparel	1,229		1,076		1,500		3,000	100%		3,000		100%
6012 Books and Subscriptions	0		0		500		500	0%		500		0%
6014 Other Operating Supplies	83,639		176,822		200,000		225,000	13%		225,000		13%
6017 Copier Costs	904		820		894		900	1%		894		0%
8200 Capital Outlay	22,674		1,301		23,550		30,000	27%		30,000		27%
Total Operating Expenses	\$ 438,928		\$ 498,375		\$ 661,687		\$ 649,382	-2%	\$	694,986		5%

8200 - Capital Outlay: Adulticide Mosquito Sprayer.

Personnel Summary

Range	Class	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Requested	2011-2012 Adopted
25	Mosquito Control Superintendent	1	1	1	1	1
17	Mosquito Control Biologist	1	2	2	2	2
10	Mosquito Control Biology Technician	1	1	1	1	1
8	Mosquito Control Technician	4	3	3	3	3
Number of Full-Time Positions		7	7	7	7	7